



CALIFORNIA
DEPARTMENT OF
EDUCATION

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SACRAMENTO, CA
95814-5901

JACK O'CONNELL

State Superintendent of
Public Instruction

PHONE: (916) 319-0800

September 13, 2004

Dear District Test Coordinators:

**California High School Exit Examination (CAHSEE)
Grade Twelve Students in the 2004-05 School Year**

Earlier this year, the California Department of Education released the document *Guidelines for Scheduling California High School Exit Exam Administrations During the 2004-05 School Year* (see attachment). These guidelines state that, during the 2004-05 school year, students that may be eligible to take the CAHSEE include grade ten students, grade eleven students, and adult education students. Students may not retake a portion of the exam they have previously passed. Because there is no definition for grade level in the *California Education Code*, school districts establish their own definition at the local level.

During the 2004-05 school year, grade twelve students are not eligible to take the CAHSEE; grade twelve students will be eligible to take the CAHSEE beginning in the 2005-06 school year. School districts must carefully evaluate whether their students are properly classified as being in grade twelve. If a student who was originally scheduled to graduate with a 2005 diploma fails to satisfy all of the graduation requirements to be eligible for a 2005 diploma, then that student will be required to meet all graduation requirements for a 2006 diploma (or beyond), including passing the CAHSEE. Beginning with the 2006 diploma, there is no exception to the requirement to pass the CAHSEE in order to receive a high school diploma.

During the 2004-05 school year, all grade ten students, including retained grade ten students who did not previously satisfy the CAHSEE requirement, may only take the CAHSEE one time. Further, all grade ten students must be tested only in February or March, with a make-up in March or May for those absent during the census. There are no make-up opportunities for grade eleven and adult education students.

If you have any questions regarding this subject, please contact the CAHSEE office at (916) 445-9449 or by e-mail at CAHSEE@cde.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Deb Sigman".

Deb Sigman, Director
Standards and Assessments Division

DS:jv

Attachment

